

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes

FROM:

C/OC-AMD

EXTENSION**NO.****DATE****TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

15 NOV 1985

15 NOV 1985

2.

DD/CO

15 NOV 1985

15 NOV 1985

3.

C/OPS

15 NOV 1985

15 NOV 1985

4.

OC-EXA

15 NOV 1985

15 NOV 1985

5.

OC/OL/ISC

Archiving

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

CONFIDENTIAL

OC- 13859-85-

14 NOV 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

Chief, Administrative Management Staff, OC

SUBJECT: OC-AMD Staff Notes 4 - 8 November 1985

25X1 1. During the week, Panel N personnel strength increased by one. For the third consecutive week, there were no gains or losses in Panel D personnel. The Panel strength [] which equates to 22 personnel understrength.

2. OSG activities included the processing of 7 TDY personnel, 2 resignations (MCS & MCG), 1 file shop (MCE), and 1 departure. OC is currently providing 15 Panel D, 2 Panel E, and 1 Panel N, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks.

3. As directed by the DD/CO, Panel MCN will soon release a questionnaire to domestic MCN technicians. The questionnaire is designed to acquire the type of duties technicians have been assigned and held responsible.

4. Results of our increased recruitment efforts of May and June 1985, are beginning to show up in our EOD rate. The four MCD and three MCN personnel who have cleared through the OP processing system during late October, early November time frame may not seem to some as very dramatic events, but to RES it is a clear, positive indication of a steady increase in the EOD rate. There is a possibility that there may be a "dry" spell of EOD'ers during the mid-December to the first of January period due to the holiday season, but RES expects this dry spell to be short-lived and the increased EOD rate to continue.

5. The OC ad was run in the Maine and New Hampshire area during the first week of October. The response was not as good as expected. To date a total of 44 personal resumes have been reviewed with the following results:

25X1 WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

[Redacted Box]

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes 4 - 8 November 1985

Panel N - 20
Panel D - 6
Panel E - 2
No interest - 16

6. Letters of interest and PHS packets have been mailed to each applicant of interest to OC to attend a presentation and testing seminar in Augusta, Maine on 19 November.

25X1

25X1

8. A disturbance of asbestos particles was suspected when a contractor drilled through the floor [redacted] This voiced suspicion has temporarily interrupted the progression of installing grids to be used in the installation of the secure voice switches. Immediate assistance from the Safety Division OMS and cooperation from the contractor to work in other areas pending a resolution of the problem should result in minimal impact on the installation program, if, in fact, the laboratory tests prove to be negative as is anticipated.

25X1

25X1

25X1

10. The Computer Based Training (CBT) Time Division Multiple Access (TDMA) project is presently underway. On 4 November 1985, the [redacted] Project Manager and Instructional Design Manager arrived at the Communications School (CS) to implement Phase 1 - Design and Analysis of the project. The [redacted] representative met with subject matter experts to review the TDMA course material and other instructional considerations.

CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes 4 - 8 November 1985

The three-phase project completion and delivery date has been projected for the first week of April 1986, with a product warranty period of 90 days hence.

25X1 11. [] of the Instructional Support Department
25X1 (ISD) and [] of the Basic Operations Training
25X1 Department (BOTD), have completed a course analysis of OPS-100
Basic (CW) and, with [] will complete a
detailed Task Analysis of the same course. The task analysis will
allow CS to revalidate or revise the objectives and requirements of
the course.

25X1
25X1 13. [] completed the Crisis Reporting System
25X1 video program and has forwarded it to [] OC/FND/SAG;
we are awaiting their distribution requirements.

25X1 14. [] presented to the AMD staff meeting, a CS
publication for the KG-84/84A cryptographic system. The
publication contains limited maintenance and applications for
integrating the KG-84 into our communications systems worldwide.
The manual will be distributed to appropriate OC and OIT components
for their review and comment.